

## STAC Minutes

### April 10, 2006

Meeting held at DNR Conference Center

#### In Attendance:

	Adams, Cheri	x	Howard, Bryan		Snyder, Mary
	Anderson-Harper, Rosie		Jackson, James	x	Struempf, Beverly
	Barnett, Sheila		Kempker, Judy		Verslues, Lisa
x	Bassett, Cindy		Krause, Guy		Webb, Becky
	Benedict-Wiseman, Geri	x	Matthews, Mechelle		Wilson, Barbara
x	Bode-Oliver, Elaine		Mixon-Page, Lorraine	x	Wolken, Gail
x	Charrier, Jim		Mundell, Jessica		Yahnig, Ed
x	Distler, Karen		Oetting, Beth		
	Dudenhoeffer, Keith	x	Robinett, Darlene		
x	Forbis, Allan		Roesti, Jane		
	Hillstrom, Victoria		Schulte, Lisa		
	Horn, Denise		Scroggins, Cynthia		
		x	Smith, Pat		
Guests:					
	Carla Sarver, Dept. of Economic Development				

Chairperson Karen Distler called the meeting to order.

#### **Updates and Information**

Karen Distler called the meeting to order and welcomed, new STAC Member, Carla Sarver. The minutes from the March meeting were motioned and approved.

Additions to the agenda: Pat Smith added an announcement, Karen added STAC Quick Survey and Tom Terez visit to New Business.

Pat Smith announced she is coordinating an Employment Law workshop for HR folks, the fee will be approximately \$399, depending on the number of attendees. It is a two-day workshop and will probably be offered in June. Please let Pat know if you are interested in attending (522-9395).

Allan Forbis announced that State Employee Recognition Day is to be held on May 5 from 11-2, located on the South Lawn of the Capitol. Allan stated he is working on a merit system training titled "Navigating the Missouri Merit System." The first part of the program will be introduced in mid-July. The class is comprised of four modules which explains the how and why of merit processes. Allan announced that the employee suggestion system is also being revised. In the future, when we have a suggestion, it will come to the state agency first, then to OA. Allan is also working on the MTR reporting process.

### **New Business**

Karen announced that the ASTD Spring Fling conference is approaching and asked for suggestions for workshop topics. Possible topics are: leadership development, finding balance at work, succession planning, recruitment and retention, CPR, facilitating, strategic planning, and public safety training in the workplace. It was also suggested that OA offer a department-wide training on strategic planning, training development or creative training/train the trainer.

Karen asked the committee to respond to her survey by 4/28, regarding using Donna Cavette as a resource to provide free Sexual Harassment training for your agency. Carla Sarver mentioned she would be interested.

Karen mentioned that Tom Terez provides Leadership and Team Building training. Karen had not received any responses to her inquiry regarding Tom presenting to state agencies during his April trip to Missouri. Agencies could possibly cost share for the training. It was suggested that we reply to Tom thanking him and letting him know that at this time, we would not be able to take him up on his offer. STAC agreed that both money and paperwork for collaborating the event would be difficult on such short notice. STAC suggested that Tom contact ASTD.

### **2006 STAC Strategic Plan**

Karen distributed the FY06 Strategic plan. The mission came from the 1999 policy. The Goals of the plan were adopted from those listed in the 2004 Strategic Plan. Objectives were taken from the committee descriptions written in July of 2006. Karen took all the action items posted in minutes from July of 2006 to March of 2006 and placed them in the plan as sub-tasks. The Strategic Plan will be a map to give us direction in our work and serve as a living document, with changes and updates as STAC progresses in completing objectives and adding others. Committees are strongly encouraged to use the Committee Worksheets and submit them at the end of each meeting in order for the plan to be updated.

**Action:** Karen asked the committees to review the strategic plan and provide feedback by the next STAC meeting.

Break-out committees reviewed the new Strategic Plan and worked on committee assignments.

### **Committee Reports**

#### **Communications:**

Communications committee suggested adding STAC meeting dates and directions to the meeting rooms on the STAC website. To address the issue of not being able to post agency trainings because they are on Intranet versus Internet sites, the committee suggested sending a Word, Excel, or Access document with the current trainings. These could be posted as PDF's on the site.

**Action:** STAC members to send the various training schedules each agency offers their employees to Darlene.

**Action:** Pat Smith will contact MOTEC, Mo Bar Association, Office of State Court Administrators, and Information Technology to follow up on their invite to STAC. Karen will let Pat know who the contact persons are. We will also send a letter of invitation to State Highway Patrol.

**Action:** Cindy will work with Karen Distler and Alan Forbis to get list serve operating.

**Action:** Cindy Bassett revised the invitation letter. Karen will send Chester White the draft invitation letter. The letter will go to Attorney General's Office, MO Judicial Office, MO Senate, Governor's Office, State Courts, and Public Defender's Office.

Darlene Robinett is working with OA on STAC logo.

Elaine Bode-Oliver suggested we ask Jackie Jackson at Conservation regarding Jane Roesti's name as a committee contact on the letterhead.

### **Training Trends and Initiatives:**

Gail Wolken stated that the TTI Committee met on March 28. They are currently researching the following topics: HIPPA, Mentoring, Homeland Security, Legislative issues, FMLA, Bullying in Workplace, Leadership, Succession Planning, Sexual Harassment, Hostile Work Environment, Knowledge Segment and Ethics.

**Action:** Arrange every three months a training at STAC meetings.

**Action:** Get information from the Commission on Human Rights for other available training

### **Policy Committee:**

The committee has drafted a survey for agencies regarding the competencies.

Karen stated that we need to insert in the training policy some by-laws including the procedures on revising the training policy. Elaine Bode-Oliver said that STAC can vote on policy changes to the 1999 document. It is changes to the Management Training Rule (MTR) that need to go through legislative steps.

The committee will talk more about MTR reporting.

**Action:** Send update regarding competencies survey and revisions to MTR.

**Action:** Allan to work on language for MTR reporting.

**Action:** Karen to work with committee on by-laws and any proposed STAC policy changes.

**Action:** STAC members to send any thoughts or comments on MTR to Bev or Elaine.

**Oversight:**

Barb Wilson and Sheila Barnett volunteered to assist Allan with Employee of the Month choices.

Regarding the training tracking meetings that STAC attended please let Karen know what you liked and disliked for each of the three vendors that presented to STAC.

**Action:** Submit any feedback on the vendors' products by 4/28.

Karen said that she and Pat will be visiting Social Services to view their training tracking system (Pathlore) that allows employees to self-register and is user-friendly. Bev will send more information on this.

**Action:** Karen will work on the annual report to PAB and department heads.

Under our goal of sharing resources, we want to follow up on positing meeting rooms that agencies have available in or outside Jefferson City. Carla Sarver mentioned that Workforce Development has 42 Career Centers. The Highway Patrol also allows use of their facilities.

**Action:** E-mail Karen any meeting rooms that are available other than those through OA. Send any contact information on booking the room, and/or directions.

**Reminders**

The next STAC meeting is scheduled on May 15 at 1:30 at DNR Conference Center, Route 66 Conference Room at 1738 E. Elm.

